

**Subject:** Re: Bank of America Document  
**From:** Suzanne Holley <[sholley@downtownla.com](mailto:sholley@downtownla.com)>  
**Date:** 10/26/2017 11:05 AM  
**To:** Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)>  
**CC:** Elisabeth Cutler <[ecutler@downtownla.com](mailto:ecutler@downtownla.com)>

Great. Thanks.

**Suzanne Holley**  
SVP & Chief Operating Officer

 <https://www.downtownla.com>

**Downtown Center Business Improvement District**

[626 Wilshire Blvd., Suite 200](#)

[Los Angeles, CA 90017](#)

Call: [213-416-7538](tel:213-416-7538)

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On Oct 26, 2017, at 11:04 AM, Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)> wrote:

I'll leave the document with Elisabeth, so you can sign it when you're free - okay?

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**From:** Suzanne Holley [<mailto:sholley@downtownla.com>]  
**Sent:** Thursday, October 26, 2017 11:04 AM  
**To:** Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)>  
**Cc:** Elisabeth Cutler <[ecutler@downtownla.com](mailto:ecutler@downtownla.com)>  
**Subject:** Re: Bank of America Document

I'm in my first day of jury duty today so don't know what my schedule will be like. I will be in the office from 12:15 to 1:00 today if you want to catch me then.

Thanks.

**Suzanne Holley**  
SVP & Chief Operating Officer

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On Oct 26, 2017, at 10:47 AM, Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)> wrote:

Suzanne:

Bank of America somehow lost the revised signature cards we gave them and asked for new documentation. I need to get your signature so we can remove you from the account. Would you let me know when it would be best for me to come down?

Thanks,

Shawn

<image001.jpg>

**Shawn Bratton**

Executive Assistant to the President & CEO  
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626 Wilshire Blvd., Suite 850, Los Angeles, CA 90017

\*Please note our new address\*

[<image002.png>](image002.png) [<image003.png>](image003.png) [<image004.png>](image004.png)